

BOWEN ISLAND MUNICIPALITY

Minutes of the Hood Point Water System Local Advisory Committee Meeting held on Friday, October 21, 2005 at 3:00 p.m. in the Council Chambers located at the Bowen Island Municipal Hall, 981 Artisan Lane, Bowen Island, British Columbia.

COMMITTEE IN ATTENDANCE

Steve Hoffer – Chair
Bob Sangster
Mike Shields
Mallory Smith

REGRETS

Mike Corney
Gordon Lyall
Tom Rafael

COUNCIL IN ATTENDANCE

Councillor Alison Morse

OTHERS IN ATTENDANCE

Isabell Hadford – Chief Administrative Officer*
Joanne Cunday – Finance Director*
Brad Hawthorn – Public Works Superintendent
Bob Robinson – Public Works Coordinator
Paul Morgan – Systems Operator
Gayle Ferguson – Minute Taker
(* Denotes partial attendance)

CALL TO ORDER

The Chair called the meeting to order at 3:04 p.m.

APPROVAL OF AGENDA

HP RES# 05-12

It was Moved and Seconded

That the agenda be adopted as circulated. CARRIED

APPROVAL OF MINUTES

HP RES# 05-13

It was Moved and Seconded

That the minutes of the Hood Point Water System Local Advisory Committee held July 22, 2005 be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

Number of users

The Public Works Coordinator agreed to verify the number of billings for vacant lots, developed lots and hook ups to the system.

Water Conservation and Meter Reading

The Chair reported on the following:

- Meters will be read on November 1, 2005 followed by a

summary for the season;

- Meters were read in July and August and users notified;
- There were approximately a dozen users on the high usage end at 900 gallons daily;
- Leaks are slowly being eliminated with usage being reduced by approximately 10,000 gallons daily;
- Daily usage goal is 250-300 gallons per household.

Discussion followed regarding the argument made by non-permanent residents that they have the right to use as much water as they want.

The Committee agreed that it was during the summer period that users needed to conserve as the system did not support massive usage in the summer and agreed to meter reading for the next season as 90 percent of users were making efforts to conserve.

Update on Honeymoon
Lake Road

Discussion took place regarding possible solutions for the poor conditions of the access road to Honeymoon Lake.

General agreement was expressed that in order to take advantage of a possible free Crown grant, the land would need to be surveyed.

The Chair agreed to:

- Discuss with the owner of the Underhill property the suggestion to have a registered easement;
- Review the maps related to Crown and private lands.

Steve Hoffar re:
Easements (Harris, Bull &
Tenant)

The Chair provided an update on water line easements as follows:

- Bull easement – not sure why they have not signed as they had verbally indicated they were in agreement;
- Harris easement – Bo Fodchuk, Lawyer for Hood Point was to prepare a summary for Mr. Harris to state he was aware of location of water line. Mr. Harris was not satisfied and is saying the water line was not supposed to be there and needs to be removed. The Committee is waiting for a verbal report from Stacy Beamer, and Dayton and Knight's engineer.

REPORTS

Bob Robinson, Public
Works Coordinator

The Committee reviewed the raw water sample report provided by the Public Works Coordinator.

NEW BUSINESS

BRS Contract Renewal

Staff and the Water System Contractor responded to queries related to the following contract items:

- Water testing requirements;
- Time allotted for collection of water samples;
- Hours – increase amount and accuracy of original hours estimated;
- Purchase of supplies;
- THM (bi-product when chlorine reacts with decaying organic matter) testing – effective September, 2005 every three months for an annual cost of \$1200;
- Liability insurance premium.

The Chair noted that the budget of \$26,021 would be increasing to \$27,872 plus extra testing and THM testing to bring the budget to over \$29,000.

The Director of Finance agreed to contact the Chair regarding a special meeting to discuss the budget.

CORRESPONDENCE

E-mail dated June 6, 2005 from Steve Hoffer to Dennis Harrington, Dayton & Knight re: Estimated costs for review of Hood Point Water System

The Chair reported that in response to users' concerns regarding the system's capacity to support additional lots anticipated in a future subdivision (15 lots), an e-mail was sent to Dayton & Knight requesting them to provide their comments on the system. (Dayton & Knight's report and invoice attached to agenda.)

The Public Works Superintendent noted that the normal procedure is that the applicant is required to pay for engineering costs associated with subdivision requests. The Municipality had only received an application for two lots not fifteen lots. The Committee was not authorized to contract for work on behalf of the Municipality and this work was not budgeted for. Further, Staff were not made aware of the work being requested by the Committee and Dayton and Knight accepted the work without a purchase order from the Municipality contrary to instructions given to them in the past.

The Director of Finance noted Dayton and Knight were well aware that they are only to accept work via municipal staff

(and purchase order) as it is staff who are responsible for expenditures and only staff who are authorized to contract on behalf of the Municipality.

Committee members expressed their confusion over the appropriate process and staff acknowledged that that was understandable given the protracted transition period, however, Dayton & Knight should not have accepted the work. Staff explained that after the new Committees are established there will be an opportunity for an orientation at which time such matters will be clarified.

It was Moved and Seconded

HP RES# 05-14

That the Hood Point Water System Local Advisory Committee recommend that Council request staff to investigate whether there was sufficient funding to process the amount of the Dayton and Knight invoice at \$1,434.92; and

If such funding did not exist the issue would be brought back to the Committee to be resolved. CARRIED

Memo dated September 23, 2005 from Public Works Superintendent re: Changes to Committees required by Municipal Letters Patent

The Public Works Superintendent reported on the following issues related to appointment of Committee members:

- The present practice of appointing members to the Committees;
- The policy that after December 31, 2005 the members of the Committee need to be elected by the residents of Hood Point;
- A suggestion to hold a special meeting in January every year.

The Committee agreed to review the draft guidelines for Local Advisory Committee member selection process and relevant excerpts from the Letters Patent provided by the Public Works Superintendent. They would make their comments available to the Chair, who would report back to the Public Works Superintendent prior to November 15, 2005 in order that Council could approve the process for voting for Hood Point Water System Committee members.

**NEW BUSINESS
(Continued)**

Unauthorized connections and one metered connection to two

The Committee discussed possible solutions for the one metered connection to 1789 and 1791 Eagle Cliff Road.

households

The Chair agreed to check the tax roll to see if the two properties were listed separately.

The Public Works Coordinator noted that the owner of the property at 1852 Columbine should have notified the Municipality that he wished to hook into the system and have filled out the necessary form upon receiving a building permit.

It was noted that the cost of the meter for the property at 1852 Columbine would be taken from the Hood Point water System budget as costs were covered in Capital costs, which the owner had paid.

Next Meeting

January 20, 2005 at 3:00 p.m.

ADJOURNMENT

The meeting adjourned at 5:30p.m.